

Emergency Generator Information Form

This form provides information regarding existing generator resources. Or if a generator needs to be rented/borrowed filling out this form ahead of time can save time during an emergency by listing specific needs for a portable generator. Filling out this form may require specific electrical expertise such as a licensed electrician and familiarity with utility operations. The completed form should be included in your water system emergency plan. You may also want to include standard procedures for start-up and shut-down of generators.

► System Information

System Name: _____
EPA#: _____ Town: _____

Utility capacity, or max daily demand, millions gallons per day (MGD): _____
Average daily demand, MGD: _____

► Existing Generator Capacity

Existing generator on-site: ☐ Yes ☐ No

On-site generator location(s): _____

Is your on-site generator portable for use elsewhere: ☐ Yes ☐ No
If your facility has an off-site generator ready for use in an emergency, what is the source/location: _____

Existing transfer switch: ☐ Yes ☐ No

If no, describe isolation points from the grid: _____
If yes, is the transfer switch manual or automatic: _____
If automatic, what brand is the ATS and how many wires are required to start: _____

Size of generator: _____ kilo Volt Amps (kVA) _____ kilowatts (kW)

Configuration (Wye or Delta): _____

Load cable length: _____ feet
Load cable size: _____ Thousand Circular Mils (MCM)
_____ American Wire Gauge (AWG)
Ground cable length: _____ feet
Ground cable size: _____ (MCM or AWG)
Generator connection point: _____

Fuel tank size: _____

Fuel type: ☐ Diesel ☐ Gasoline ☐ Other
☐ Natural gas ☐ Propane gas

Fuel available on site: ☐ Yes ☐ No

If so, how much: _____

How is fuel stored: _____

Is there a maintenance plan in place: ☐ Yes ☐ No

Who provides generator maintenance and testing service: _____

How often is the generator tested: _____

Last test completed on: _____

Does your utility have access to an electrician: _____

Number of power company transformers: _____

Transformer size(s) painted on front of the units: ____ kVA ____ kVA ____ kVA

Additional comments: _____

► Generator Needs

Existing transfer switch: ☐ Yes ☐ No

Existing 'add-a-phase' or 'roto-phase' unit: ☐ Yes ☐ No
(These units convert a single phase line to a three phase line)

Size of electrical main breaker: _____ Amps

System Voltage: ____ 240 volt single phase ____ 240 volt three phase
____ 208 volt three phase ____ 480 volt three phase

Major motors used at facility for operation:
Example: 75 HP 2 Quantity 460 Volts 3 Phase
____ HP ____ Quantity ____ Volts ____ Phase
____ HP ____ Quantity ____ Volts ____ Phase

Existing concrete pad to locate generator: ☐ Yes ☐ No

Existing ground available/suitable location for ground rods available: _____

Size and number of motors needed for critical processes: _____

Distance from generator to connection point: _____

System meter kilowatt reading: _____

Additional Comments: _____

Assessment Completion Date: _____

Grid Coordinates: _____

Generator Diagrams/Placement and Photos:

Person completing form: _____

Signature

Title

Electrician Lisc. # _____

Signature

Title